

Department of State – Embassy of the United States, Islamabad, Pakistan
Notice of Funding Opportunity

Program Office:	Public Affairs Section, U.S. Embassy, Islamabad
Funding Opportunity Title:	Women's Empowerment Programs
Announcement Type:	Grant or Cooperative Agreement
Funding Opportunity Number:	SCA-ISB-15-AW-004-12152014
Deadline for Applications:	March 2, 2015 (11:59 p.m. U.S. Eastern time)
CFDA:	19.501- Public Diplomacy Programs for Afghanistan and Pakistan

CONTACT INFORMATION

- A) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.
- B) For assistance with the requirements of this solicitation, contact **Ellen Delage**, Program Specialist, Bureau of South and Central Asian Affairs, Office of Press and Public Diplomacy at E-mail: DelageEM@state.gov.

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A. PROGRAM DESCRIPTION

The Public Affairs Section (PAS) of the Embassy of the United States in Islamabad, Pakistan is pleased to announce an open competition for assistance awards through this Notice of Funding Opportunity (NOFO). PAS Islamabad invites all eligible organizations (see Section C for Eligibility Requirements) to submit a proposal for a Grant or Cooperative Agreement to support activities focused on the empowerment of women and girls. Proposals should advance the empowerment of women and girls through one of the activity areas specified in this NOFO.

This program will be funded under the appropriate Public Diplomacy or Foreign Assistance Act authorization. All programming is subject to the statutory limitations of the funding determined.

Background: This NOFO aims to support the Department of State's initiatives to promote women's social and economic development, integrate women into peace and security building, address and prevent gender-based violence, and ensure women's full participation in civic and political life. Research shows that progress in women's employment, health, and education can lead to greater economic growth and stronger communities. Countries are more peaceful and prosperous when women are afforded full and equal rights and opportunity.

Women's political and civic engagement not only increases their leadership abilities, but also leads to social and economic benefits for their communities and countries. Integrating women in the corporate and government sectors is critical to good governance, economic growth, inclusive development, and regional security.

Goals

1. **Strengthen people-to-people ties between the United States and Pakistan** to increase ties between the people of the United States and Pakistan, through shared information, experiences, exchanges, and/or expertise.
2. **Strengthen local institutions** to build long-term, self-sustaining relationships and institutional linkages between U.S. and Pakistani women and women's organizations, including capacity building support for Pakistani organizations as needed.
3. **Counter violent extremism (CVE)** through positive messages and tolerant perspectives that enhance and amplify community-based CVE and women's programs.

Objective

To promote to promote women's social and economic development, integrate women into peace and security building, address and prevent gender-based violence, and ensure women's full participation in civic and political life through connections.

Activity Areas

Proposals may address different issue areas; however, they should focus on activities in **one** of the following four areas. Proposals should specify to which area they are applying for consideration. Some activity areas specify the issues or a range of issues that will be considered.

1. **Leadership Development and Capacity Building:** Proposals will be accepted for training and/or exchanges between U.S. and Pakistani organizations that support leadership development for women or capacity building for organizations. The U.S. Mission to Pakistan has identified the following fields (for individuals and organizations) for this activity area: women or organizations in business, education, journalism, peace-building, or anti-extremist efforts. Proposals should focus on only one or two of these fields, or target populations.
2. **Advocacy for Women's Empowerment and Addressing Gender-Based Violence:** The prevention of and response to gender-based violence is essential to citizen security, rule of law, and the development of secure and prosperous countries. Studies prove that violence against women and girls has a significant negative impact on economic, health, and legal development across all levels of society.

Proposals will be accepted for advocacy efforts and awareness activities that empower women, address gender-based violence, and increase engagement with civil society; especially men, boys, and community leaders. Proposals should include convening a series of well-publicized events held on internationally-recognized advocacy days, highlighting U.S. and Pakistani cooperation and advocacy efforts in empowering women and girls. Proposed events can be nationwide, but should have an opportunity for involvement from the U.S. Embassy in Islamabad or U.S. Consulates General in Lahore, Karachi, or Peshawar, if appropriate.

The following advocacy days or time periods are examples of internationally-recognized days that would qualify under this area:

- International Women's Day
- 16 Days of Activism Against Gender-Based Violence
- International Day for the Elimination of Violence Against Women
- International Day of the Girl Child
- Human Rights Day
- Other international and local advocacy days may be highlighted, focusing on women's successes and roles in addressing the issue.

3. **Girls' Sports and Physical Fitness:** Exposure to sports, recreation, and exercise helps in promoting leadership skills, creating a spirit of teamwork, and improves academic performance, self-esteem, and self-discipline. The U.S. Embassy requests proposals between aimed at increasing women and girls' participation in sports and physical fitness, especially for girls ages 8-18, to promote social integration, conflict resolution and gender equality.

Programs should work with schools and communities in order to engage female coaches, administrators, and students in sports, recreation and physical activities. Proposals, which may also build on current programs, must address how they will lay the foundation for healthy, active lifestyles, and increase participation of women and girls in sports activities.

Possible activities could include:

- U.S. experts to facilitate in-country programs on sports and physical fitness, including school and university engagement, training for coaches and parents, and participation in sports activities with students;
- In-school and after-school programs: weekly engagement on physical fitness and/or sports, coupled with lessons incorporating U.S. and Pakistani sports role models, women's empowerment, and teamwork;
- Building role model players and teams: support for increased number and visibility of successful sports role models in Pakistan, including support for tournaments and role model teams;
- Involvement of parents: activities to promote leadership and support for girls; community engagement; awards and recognition of supportive parents; support for transportation to and from activities.

The Embassy will not provide funding to support equipment, uniforms, or other materials for previously established sports teams.

4. **Opportunities for Women and Girls with Disabilities:** The U.S. Embassy recognizes that women and girls with disabilities are often amongst the most marginalized groups in society and have limited access to education, work, and social opportunities. We are looking for partners, who engage with local communities, increase awareness, opportunities, and the visibility of individuals with disabilities. Programs may promote early screening and diagnosis, arrange for in-country experts to conduct information sessions, or support job placement or job training activities. Proposals should address short-term awareness and advocacy, as well as long-term attitude changes towards women and girls with disabilities.

Note: Funding from this opportunity may not be used to support lobbying activities in the U.S. or abroad. Lobbying on behalf of specific legislation or policies is prohibited.

Proposals must:

1. Clearly indicate the one (and only one) activity area to which it is being submitted for consideration;
2. Ideally focus on the key public diplomacy audiences and activities specified in the areas, provide programs for underserved geographic regions of Pakistan, as well as non-elite schools (if applicable);
3. Clearly delineate how elements of their program will have a multiplier effect and be sustainable beyond the life of the grant;
4. Identify specific outcomes to be achieved by the end of the grant period; and
5. Provide a traditional and/or social media plan for marketing program activities and outcomes.

Applicants must demonstrate competency to manage all financial aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

This funding opportunity does not support the purchasing or renting of new space or buildings in support of program activities.

Proposals are welcome to include utilization of Lincoln Corners and Reading Rooms, a nationwide network of public centers suitable for event programming. The Public Affairs Sections of the U.S. Mission in partnership with host institutions provide support for community-based outreach through this network. For more details about these free spaces throughout Pakistan with access to current and reliable information about the United States, visit: http://islamabad.usembassy.gov/american_reading_rooms.html.

B. FEDERAL AWARD INFORMATION

Anticipated period: 12-24 months

Number of awards anticipated: 1-6

Award amount: The award floor is set at \$50,000; the award ceiling is set at \$250,000

Anticipated start date: August 1, 2015

Applications for the supplementation of existing projects are eligible to compete with applications for this award.

C. ELIGIBILITY INFORMATION

Eligible Applicants

This funding opportunity is limited to U.S. and Pakistani registered not-for-profit or non-governmental organizations; educational institutions; or commercial firms with at least two years of related programming experience. This experience should be documented in the organization's proposal. Individuals are not eligible to apply for this opportunity, please refer to Section D for funding restrictions.

Applicants must demonstrate experience executing successful women's and/or girl's programming activities and the capacity to manage all financial aspects of the project, including participant costs and transparent arrangements of sub-grant relationships with partner organizations, if applicable.

A copy of the organization's registration should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Pakistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.

Cost Sharing or Matching

Cost sharing is not a requirement of this opportunity.

Other Eligibility Requirements

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible

for funding. Previous federal award recipients who are not in compliance with the terms of their financial and program reporting requirements are ineligible to apply.

It is the applicant's responsibility to ensure they are in compliance with all applicable terms, conditions, and Office of Management and Budget (OMB) guidance and requirements at the time of application and during the program period, if awarded funding. Those organizations found to be in non-compliance with grant terms and conditions or OMB guidance may be found ineligible for funding or designated high risk by the grants officer if selected for funding.

C. APPLICATION AND SUBMISSION INFORMATION

Address to Request Application Package

If you do not have access to a high-speed internet connection for downloading documents, you may submit a request for a paper copy of the application forms and materials to Ellen Delage, U.S. Department of State, 2201 C Street NW, SCA/PPD Rm 1860, Washington, DC 20520.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement will not be considered.

Content and Form of Application Submission

Please ensure:

1. The proposal clearly addresses the goals and objectives of this funding opportunity.
2. All documents are in English
3. All budgets are in U.S. dollars
4. All pages are numbered
5. All documents are formatted to 8 ½ x 11 paper, and
6. All Microsoft Word documents are single-spaced, 12 point Times New Roman font, with a minimum of 1-inch margins.

When submitting a proposal, applicants are required to include the following documents and information, as applicable:

1. **Coversheet:** Applicants must submit the PAS Application Coversheet with Executive Summary (Attachment 1).
2. **Organization Information:** Applicants must submit the Organizational Information form (Attachment 2).
3. A copy of the **organization's registration** should be provided with the proposal application. U.S.-based organizations should submit a copy of their IRS determination letter. Pakistan-based organizations should submit a copy of their certificate of registration from the appropriate government organization.
4. **Proposal:** Applicants must submit a complete proposal to include the forms listed below. You may utilize your own proposal format or the suggested local grants application format attached to this announcement. Please note: the suggested format limits the number of characters/word per area so organizations may wish to use their own format. **The proposal narrative shall not exceed 15 pages, excluding attachments enumerated in items g. and h.**

below (e.g. CVs, resumes, letters of support). All proposals should address the following areas:

- a. Organizational Description and Capacity
- b. Project Justification/Needs Statement
- c. Project Goals, Objectives and Activities
- d. Monitoring and Evaluation Plan
- e. Strengths and Innovation
- f. Sustainability
- g. Key Personnel – resumes, CVs, or brief bios should be provided
- h. Project Partners – letters of support from project partners should be included

5. Budget and Budget Narrative/Justification: Applicants must submit a detailed budget and budget narrative utilizing the template provided (Attachment 3). Line item expenditures should be detailed in the lowest possible terms. Personnel salaries should define the percentage of time each position will allocate to the project and the rate of pay.

6. Standard Forms 424-Application for Federal Assistance, 424A- Budget Information for Non-construction Programs and 424B- Assurances for Non-construction Programs (3 separate forms), which are available, along with guidance for completing these forms, at: <http://www.grants.gov/web/grants/forms.html>. Under the heading, “SF-424 Family.”

Applicants submitting proposals over \$100,000 must also submit Standard Form LLL (SF-LLL), Disclosure of Lobbying Activities. This form is available at: <http://apply07.grants.gov/apply/forms/sample/SFLLL-V1.1.pdf>

Appendix 1 is an optional checklist you may use and submit with this application.

These forms may be found within this solicitation on Grants.gov (additional information listed below) or you may submit a request for a paper copy of application forms and materials to Ellen Delage at DelageEM@state.gov.

Please note: Other items **NOT** required/requested for submission, but which *may* be requested if your application is approved for funding include:

- a. Copies of an organization or program audit within the last two (2) years
- b. Copies of relevant human resources, financial, or procurement policies
- c. Copies of other relevant organizational policies or documentation that would help the Department determine your organization’s capacity to manage a federal grant award overseas.

Dun and Bradstreet Universal Numbering System (DUNS) and System for Award Management (SAM)

Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet, if your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting

<http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=81407B1F03F2BDB123DD47D19158B75F>.

Organizations must also maintain an active SAM registration (www.SAM.gov) with current information at all times during which they have an active Federal award or an application under consideration by a Federal awarding agency.

The U.S. Department of State may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements by the time the Department is ready to make an award. The Department may determine that the applicant is not qualified to receive an award and use this determination as a basis for making an award to another applicant.

Submission Date and Time

Applications may be submitted for consideration before the closing date of this opportunity, however, all submission must be received by **March 2, 2015 at 11:59 p.m.** U.S. Eastern Time. For the purposes of determining if an award is submitted on time, officials will utilize the time-stamp provided by Grants.gov.

This deadline is firm and is not a rolling deadline. If organizations fail to meet the deadline noted above their application will not be considered for funding and will be considered ineligible.

Please note that review may take up to 90 days. Applications are accepted in English only, and final grant agreements will be concluded in English. Budgets shall be submitted in U.S. dollars and final grant agreements will be conducted in U.S. dollars.

All application materials may only be submitted electronically through Grants.gov.

Thorough instructions on the application process are available at <http://www.grants.gov>. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. Please note: USINFOISB@state.gov is unable to assist with technical questions or problems applicants experience with Grants.gov, DUNS or SAMS. Please refer to the contact information for these organizations/processes listed in this NOFO.

Applicants must register with Grants.gov prior to submitting an application. **Registering with Grants.gov is a one-time process; however, it may take two weeks or longer to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications.** Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register: (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711; (2) Register with System for Award Management (SAM) www.SAM.gov; (3) Register yourself as an Authorized Organization Representative (AOR); and (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov. **Please note that your SAM registration must be annually renewed. Failure to renew your SAM registration may prohibit submission of a grant application through Grants.gov.**

Intergovernmental Review

This funding opportunity is not subject to Executive Order 12372 "Intergovernmental Review of

Federal Programs”.

Funding Restrictions

1. **Construction:** This award does not allow for construction activities or costs.
2. **Indirect Charges:** An organization with a Negotiated Indirect Cost Rate Agreement (NICRA) from a cognizant (primary) federal government agency other than the U.S. Department of State should include a copy of the cost-rate agreement. Applicants should indicate in the proposal budget how the rate is applied and if any of the rate will be cost-shared. **PAS generally does not pay indirect costs against participant expenses, but each case may vary.** Organizations claiming indirect costs should have an established NICRA. If sub-grantees are claiming indirect costs, they should have an established NICRA that is also submitted with the proposal package. **If your organization does not have a NICRA, and the proposal budget has a line item for indirect cost charges, those indirect charges may not exceed 10%.** Information how to obtain a NICRA rate is listed Section VII.
3. **Pre-award Costs:** Pre-award costs are not an allowable expense for this funding opportunity.
4. **Program Activities:** Activities that are not typically funded include, but are not limited to:
 - profit-generating projects;
 - scholarships to support educational opportunities or study for individuals;
 - paying to complete activities begun with other funds;
 - financial support for fundraising or fund development projects;
 - projects that are inherently political in nature or that contain the appearance of partisanship/support to an individual or single party in electoral campaigns;
 - political party and lobbying activities;
 - projects that support specific religious activities; and,
 - microloans/microfinance projects, distribution of seed money for enterprises, and legal/land rights-focused programs are not allowable.

D. APPLICATION REVIEW INFORMATION

Criteria

Each application submitted under this opportunity will be evaluated and rated on the basis of the criteria detailed below. The criteria are designed to assess the quality of the proposed project, and to determine the likelihood of its success. The criteria are closely related and are considered as a whole in judging the overall quality of an application. Applications will be reviewed on the basis of their fullness, coherence, clarity, and attention to detail.

Past performance on grants awarded by the U.S. Department of State, other United States government, or international donor agencies may also be considered.

PAS reviews all proposals for eligibility. Eligible proposals will be subject to compliance of federal and Public Diplomacy regulations and guidelines and may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final technical authority for assistance awards resides with the Department's Grants Division.

Proposals will be funded based on an evaluation of how the proposal meets the solicitation review criteria, U.S. foreign policy objectives, and the priority needs of PAS. Review criteria will include:

- 1. Quality of the program idea and program planning (20 Points):** The proposed program should be well developed, respond to the design outlined in the solicitation and demonstrate originality. The program should have clear goals, objectives, and metrics for determining whether the project goals were met. The proposal must provide substantive detail about project activities. The program plan should adhere to the program overview and guidelines described above, and should reference the applicant's capacity to meet all needs specified in the NOFO.
- 2. Ability to achieve program objectives (20 Points):** Objectives should be reasonable and feasible. Applications should demonstrate how the institution will meet the program's objectives and plan. Proposed personnel, institutional resources, and partner organizations should be adequate and appropriate to achieve the program goals.
- 3. Institution's record and capacity (20 Points):** The application should demonstrate an institutional record, including successful programming, responsible fiscal management, and compliance with reporting requirements, especially for U.S. Government grants.
- 4. Sustainability (10 Points):** The proposed project should address the applicant's strategy for ensuring that the project benefits will continue to be realized on a long-term basis after the conclusion of the period of performance of the grant.
- 5. Monitoring and Evaluation (10 Points):** Applications should demonstrate the capacity for engaging in impact assessments and providing objectives with measurable outputs and outcomes. The applicant should describe its plan for monitoring and reporting project outcomes. Applications must include a monitoring and evaluation plan (M&E plan), sometimes also referred to as a performance monitoring or performance management plan, based on the specifications contained in the grant agreement. The M&E plan is a systematic and objective approach or process for monitoring project performance toward its objectives over time. The plan consists of indicators with baselines and targets; means for tracking critical assumptions; plans for managing the data collection process; and regular collection of data. Evaluations should be scheduled and carried out throughout the course of the program. More information on M&E plans is located <http://www.state.gov/j/drl/p/c35797.htm>.

In line with the Department of State's Evaluation Policy, the U.S. Embassy Islamabad Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer and Grants Officer Representative requests to contribute data on specific performance measures and indicators; consider Grants Officer and Grants Officer Representative input on design and methodology of Recipient-led

evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate. Indicators to measure the achievements of grants may include the monitoring and evaluation of the following M&E outputs:

General M&E Outputs

People Reached by Grant (outputs):

- Number of women
- Number of youth
- Number of minorities
- Number of individuals at risk for recruitment into violent extremism
- Number of individuals with disabilities and other socio-economically disadvantaged participants throughout Pakistan.

Training Outputs: Number of training days supported by the grant

Partnerships Created and Sustained by the Grant:

- Number of partnerships created (disaggregated by organizational type, region)
- Number of contacts/interactions between American and Pakistani institutions
- Number of school and university partnerships for schools, universities, coaches and parents
- Number of US Pakistani mentorship meetings or sessions

Topic Specific Outputs

Leadership Development and Capacity Building: Number of activities completed that build organizational capacity (grant writing, budgeting, leadership, advocacy, media or public outreach, organizational development, sustainability)

Advocacy for Women's Empowerment and Addressing Gender-Based Violence:

- Number of empowerment and/or gender-based violence activities
- Number of activities to promote early screening and diagnosis of health issues
- Number of information sessions
- Number of media or public outreach activities

Girls' Sports and Physical Fitness:

- Number of girls participating in sports, recreation, and exercise
- Number of events, trainings or competitions
- Number of activities to promote social integration, conflict resolution and gender equality

Opportunities for Women and Girls with Disabilities:

- Number of activities
- Number of information sessions
- Number of activities to support job placement or job training activities
- Number of activities to support awareness and advocacy of disabilities

M&E Outcomes

Indicators to measure the achievements of grants may include the monitoring and evaluation of the following **M&E outcomes**:

- Increased public awareness about opportunities for women and girls with disabilities (baseline, mid and endline)
- Increased awareness of empowerment and/or gender-based violence activities (baseline, mid and endline)
- Improved score on the capacity of organizations or educational/training programs that build information sharing, training and advocacy for policy and/or women or organizations in business, education, journalism, peace-building, or anti-extremist efforts (baseline, mid and endline)

6. Cost-effectiveness (20 points): All items must be allocable, allowable, and reasonable. The overhead and administrative components of the proposal, including salaries and honoraria, should be consistent with prevailing market rates in Pakistan. PAS generally does not pay indirect costs against participant expenses, but each case may vary. **Cost sharing is not required.** There are no restrictions on the type of costs (monetary vs. in-kind) that may be included in an organization's cost share.

Review and Selection Process

It may take up to 90 days for applications to be reviewed before an award or decline notice is received from the embassy. Due to the volume of proposals received, individual responses to requests for updates prior to the anticipated award date of May 15, 2015 may not be returned until final review and approval of proposals is completed. The U.S. Embassy Public Affairs Section utilizes the following review and selection process:

1. After the NOFO closes applications are reviewed for eligibility. Those applications found to be ineligible will be removed from the selection process and notified of the action taken. Those applications found to be eligible will be forwarded to an embassy review committee.
2. An Embassy review committee will review, score and comment on eligible proposals. At this stage potential requests for programmatic adjustments or conditions of an award may be suggested. The highest scoring proposal will be recommended for funding by the committee. If the funding opportunity allows for the selection of multiple awards, awards will be chosen based on rank score and the availability of funding.
3. The committee's recommendation is then forwarded to the Public Affairs Officer (PAO) for review and approval. At this stage potential requests for programmatic adjustments or conditions of an award may be suggested.

4. Upon approval of the PAO, the proposal is then assigned to a Grants Officer Representative (GOR). The GOR will make contact with the applicant to discuss and negotiate any potential changes to the proposal.
5. The GOR then submits the Notice of Award and grant proposal to a Washington, D.C. Grants Officer for approval. Additional clarification or negotiations may take place after this review. The Grants Officer is the only Government Official who may write, award, and administer grants and cooperative agreements. No other individual throughout the selection process is allowed to commit funds or guarantee an award.
6. After approval from the Grants Officer, the GOR will provide a copy of the signed award and required documents to the applicant for counter-signature.
7. After a grant award(s) is made from this solicitation, those applicants who did not score high enough to be considered for funding will be notified.

Anticipated Time to Award

Applicants should expect to be notified if their proposal has been selected for award within 90 days after the submission deadline. PAS Islamabad will provide information to the point of notification about any modification to the proposal or plan of work that will be required to finalize the grant.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

The grant shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government Official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through email transmission. Organizations whose applications will not be funded will also be notified via email. Please refer to the anticipated time to award information in Section V.

Please review the information on Uniform Guidance issued by the Office of Management and Budget (OMB) relating to federal awards made before and after December 26, 2014 at the end of this section.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received. The U.S. government also reserves the right to make an award in excess of the award ceiling.

Federal Award Notices

Terms and Conditions: Recipients will be held to the applicable terms and conditions found at <https://www.statebuy.state.gov/fa/Pages/TermsandConditions.aspx>.

It is the Recipient's responsibility to ensure they are in compliance with all applicable terms, conditions, and OMB guidance and requirements. Those organizations found to be in non-compliance may be found ineligible for funding or designated high risk.

Branding Requirements: As a condition of receipt of a grant award, all materials produced pursuant to the award, including training materials, materials for recipients or materials to communicate or promote with foreign audiences a program, event, project, or some other activity under an agreement, including but not limited to invitations to events, press materials, and backdrops, podium signs, etc. must be marked appropriately with the standard, rectangular U.S. flag in a size and prominence equal to (or greater than) any other logo or identity. **Note:** Exceptions to the branding requirement are allowable under certain conditions. If an applicant is notified that their award has been chosen for funding, the Grants Officer will determine, in consultation with the applicant, if an exception is applicable.

Evaluation: In line with the Department of State's Evaluation Policy, the U.S. Embassy Islamabad Public Affairs Section may include this award in its program evaluation efforts. When applicable and feasible, the Recipient shall cooperate with the Grants Officer (GO) and Grants Officer Representative (GOR) requests to contribute data on specific performance measures and indicators; consider GO and GOR input on design and methodology of Recipient-led evaluation efforts; provide any evaluation reports produced under the award to the GO and GOR for review; incorporate the project into any third-party evaluations that PAS may initiate.

Reporting Requirements

Recipients are required to submit quarterly (calendar year) program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final certified programmatic and financial reports are due 90 days after the close of the project period.

First Quarter (January 1 – March 31): Report due by April 30

Second Quarter (April 1 – June 30): Report due by July 30

Third Quarter (July 1 – September 30): Report due by October 30

Fourth Quarter (October 1 – December 31): Report due by January 30

Administrative and National Policy Requirements

Guidelines for Application Components -- Office of Management and Budget (OMB) Circulars

For Federal awards starting before December 26, 2014, organizations should be familiar with OMB Circulars A-110 (Revised) 22 CFR 145 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Nonprofit Organizations), A-122/A-21 (Cost Principles for Nonprofit Organizations; Indirect Costs), and A-133/A-128 (Audits of Institutions of Higher Education and Other Nonprofit Organizations) on cost accounting principles. For a copy of the OMB circulars cited, please contact Government Publications or download from http://www.whitehouse.gov/omb/circulars_default.

Starting from December 26, 2014, OMB Uniform Guidance: Cost Principles, Audit, and Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.) will take effect. All applicants should be familiar with the Uniform Guidance and be aware that all awards made on or after December 26, 2014 will be made with terms and conditions subject to the Uniform Guidance. Applications that are submitted before December 26, 2014 for Federal awards to be made on or after December 26, 2014 should be developed in accordance with the Uniform Guidance. For a copy of the Uniform Guidance, please contact Government

Publications or download from <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

G. FEDERAL AWARDING AGENCY CONTACTS

Questions regarding the administrative and programmatic aspects of this funding opportunity may be directed to Ellen Delage at DealgeEM@state.gov.

To inquire about the process for obtaining a Negotiated Indirect Cost Rate Agreement (NICRA) contact Donald Hunter at HunterDS@state.gov.

H. OTHER INFORMATION

Travel to Pakistan

Although Americans visiting Pakistan under the Embassy grants program are not under Chief of Mission authority, the Department of State strongly suggests that travelers to Pakistan register in STEP (Smart Travelers Enrollment Program) <https://step.state.gov/step> in order to receive any security-related updates that the Department of State may send out. In the interest of safety, grant recipients are also expected to heed U.S. Department of State security guidance available on <http://travel.state.gov> and the U.S. Citizen Services link on the U.S. Embassy-Islamabad website <http://islamabad.usembassy.gov>.

The Embassy reiterates its advice to all U.S. citizens to take measures for their safety and security at all times. These measures include maintaining good situational awareness, avoiding crowds, and keeping a low profile. Applicants must be able to operate independently of the U.S. government and have the ability to provide security and secure housing and transport for U.S. exchange participants in Pakistan. Security needs may be included in the proposal budget.

Implementing partners will be working closely with Embassy or Consulate General American officers while in Pakistan and these officers will offer timely coordination on all in-country travel. Recipients are expected to heed U.S. Department of State security guidance. The Grants Officer may request that itineraries for domestic travel within Pakistan be approved by the Grants Officer Representative. Given the location of a project or partner institution, it may be more feasible to house U.S. participants in a major city and bring local participants to the same location for in-country programming.

Additional Mission Information

Information on the U.S. Embassy Islamabad's Public Affairs Section is available at: <http://islamabad.usembassy.gov/paspakistan.html>.

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documentation to support these copyrights.

Other Funding Opportunities

Additional active funding opportunities for public diplomacy programs in Afghanistan and Pakistan may be found on Grants.gov by searching for the Catalog of Federal Assistance number 19.501.